

Galva City Event Approval Form

Event Name: _____

Location of Event: _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event Setup Time: _____

Event End Time: _____ Event teardown time: _____

Expected Attendance: _____ Previous Attendance: _____ Number of Volunteers: _____

Please Provide a Detailed Explanation of the Event: _____

Application/Organization Name: _____

Event Coordinator: _____

Street Address: _____ City: _____ State: _____

Phone Number: _____ Email Address: _____

Alternate Coordinator: _____ Phone Number: _____

Event Location: _____

Will you be using any Parks? List here: _____

Special Considerations

Special Parking Restrictions: _____

Will This Event Include or Retail Food? _____

Will This Event Affect Residents, Businesses, Parks or Trails? _____

Will The Event Include Parade? _____

Will This Event be Using Any Benches, Structures, Bleachers or stage? _____

Will This Event Use Canopies? _____

Have You Corresponded with City Superintendent: _____

Superintendent Approval _____

Will This Event Include Open Fire? _____

Will This Event Have Fireworks? _____

Will Need a Copy of Insurance Policy: _____

If So Has the Fire Department Been Notified? _____

Will This Event require Street Closures? _____

Have You Contacted The Resident's/Businesses Affected By Street Closures? _____

What Was Their Responses? _____

Will Any Activities Be Held in City Building? _____

Will This Even Hold A Race, 5K, Inflatable's? _____

Will This Event Require Extra Trash Removal? _____ Where: _____

Do You Have Special Event Insurance For All Area's Being Used? _____

Policy: _____

Have You Corresponded With Police Officer? _____

PD initial _____

Application Signature: _____ Date: _____

Approved Signature: _____ Date: _____

All Trash Must Be Put In Allocated Carts; All Groups Are Required To Clean Up Property That Is Used.

Person's Or Organization's Shall be Responsible For Any Damages Occurring In Connection With/Or in Consequences Of Such Use.

Person's Or Organization's shall Be Responsible For The Behavior Of The Person's.